

GCA meeting: November 2012

Date: Saturday 10/11/2012

Time: 14:00pm UTC (please check what time that is for your timezone yourself <http://www.wolframalpha.com>)

Location: Teamspeak

Facilitator: Darr

Summary (dot-points enough): Kari

Recording: Darr

Topics to discuss:

1. Prioritize agenda (at the beginning of the meeting we should come to consensus regarding most important items to address first for the sake of anyone who has to leave early)
 - Points 5 & 6 switched
2. Quick debrief on where we're up to - each representative to briefly state what their ongoing responsibilities are and where they're up to (keep it to 30-second limit unless more needs to be said, in which case make it an agenda item)
 - **Jorge:** Assisting with African chapters + Turkey & Mauritius
 - Slow moving at the moment - Morocco or Turkey likely to be established soon
 - **Miguel:** Managing chapters email - very busy; working on unallocated chapters; trying to re-boot Hungary; setting up websites & hosting for chapters
 - **Nelson:** Representing Latin American chapters - Honduras, Panama, Curacao, Costa Rica in progress; most chapters running well; assisting in chapters portal
 - Issues with Colombian chapter (to be discussed under point 6)
 - **Victor:** Assisting with development of 6 Eastern European chapters
 - Some problem with Romania - poor communication
 - **Kari:** Developing Asia-Pacific region - 10 chapters functioning smoothly, with developments in Japan, Sri Lanka, Taiwan & South Korea
 - **David:** Assisting with technical web-based support for Asia-Pacific chapter development; working on multi-site for ease of access to consistent information; working on website theme for consistency across chapters; allowing all Asia-Pacific chapters to use a free server where required

- Closed development of Thailand due to diversion of chapter focus & coordinator stepping down due to loss of interest
- A volunteer has donated unlimited server space & bandwidth to TzM chapter websites - this will massively help chapters to save costs (chapters portal is on this server)
- 3. Workflow: let's get on the same page regarding how we're tackling our tasks & share advice for how to deal with certain potential issues
- Interest in standardising process of establishing chapters
- Best practice suggestions:
 - Ensure applicant completes GCA form
 - Review form & ensure perceptions of TzM are accurate & appropriate
 - Ensure coordinator-to-be understands requirements re: setting up website & holding meetings
 - Coordinator/chapter then expected to be as independent as possible
 - Chapter can send out letter to global mailing list recipients for their region to encourage participation in the region
- We need to establish templates for correspondence with newly establishing chapters
- Good idea to bring coordinators-to-be into communication with other chapter coordinator early for the sake of mentoring and guidance
- Language to consider using when "officializing" a chapter could include "validate" or "go live"
- Suggestion: negative decisions to be discussed with the team
- Important to ensure that coordinators/chapters clearly understand that what they have is a responsibility, and not a position or privilege
- Need to develop a semantic web for securing understanding of terms in protocols
- 4. Censorship/blacklisting protocol/procedure
 - Malaysia & Syria both recently targeted - evidence that we need a protocol to deal with these situations for possible future occurrences
 - Romania .Put in hold this redesign chapter until further notice. I have report to share.He (coordinator) got back to me in agreement and understanding of making an effort to finish their website is the most important step to become official chapter. .So, now I can say that this chapter is not in hold anymore.
- Malaysia & Syria websites have been officially blacklisted for short periods of time
- Likely to happen more in future with the various internet censorship laws coming into action
- David will come up with a procedure to present at the next GCA meeting regarding how to deal with censorship issues
- 5. [GCA Protocol](#) - Discussion on team improvements and expansion strategies

- Suggestion for organizing:
 - 2 types of tasks
 - Chapters
 - Internal tasks - e.g. sending out emails, etc
 - 7 people managing approx 70-80 chapters; with 1 or 2 more people we could get to the point of each only having to deal with 6-7 chapters
 - Darr to deal with chapters portal & “sick chapters”
 - 1 person deal with newsletter for coordinators
 - Accountability to our tasks is something to be upheld by individuals responsible for tasks and by others in the team
 - Deadline needed for some asynchronous work on the GCA protocol in order to complete a draft of contents and rules of engagement - by next meeting
6. Proposed dissolution of the Colombian chapter (please see [report document](#) uploaded to Trello)
- Kari - offered to take on responsibility for dealing with Colombian chapter - requested a window of time to get the chapter back on track - one month granted
 - Agreed that Kari can take responsibility for oversight of the Colombian chapter for a period of time - with a serious development pathway (despite some disagreement from other GCA representatives based on past actions - consent given)
 - Necessary to ensure the following:
 - The chapter needs to bring their website in line with what is expected
 - Focus of chapter needs to be educational - although not restrictive
 - Clear points of contact need to be established and made clear via the website
 - Reports will be provided regarding compliance of chapter with non-violent communication
 - Erick & Oscar will be requested to contact other Latin American chapters with clarification of their intention to proceed in cooperation non-violently and to confirm a commitment to positive relations
 - Kari - offered to present at the next Latin American chapters meeting to clarify the one-month review period applicable to the Colombian chapter
 - December 10th is agreed deadline for Colombia chapter review - in writing
7. Set agenda for next meeting
8. Open discussion - free for all :)